Appeals are not legal proceedings. Therefore, ACLASS shall be notified at least 10 days in advance if an appellant intends to have legal counsel present to ensure ACLASS has sufficient advance notice so that it can also have legal counsel present.

The appeal shall be heard within 60 days unless otherwise agreed by all parties.

Unless otherwise agreed in advance, the level 2 appeals hearing shall be conducted as follows:

- Introductions.
- Presentation by the appellant, limited to 30 minutes.
- Presentation by ACLASS, limited to 30 minutes.
- Rebuttals, limited to 10 minutes for each party.
- Questions by the panel.
- Closing of the hearing. The chair shall:
    - Make a formal projection regarding the expected time frame for communicating the documented final decision (normally not to exceed two weeks).
    - Inform all parties that the appeal may be escalated to the next level of appeal within 30 days of receipt of the panel decision.
    - Dismiss the parties.

Following the hearing, the panel members will deliberate without any involvement by the appellant or ACLASS.

The chair shall document the panel's decision and send it concurrently to the designated representatives of the appellant and ACLASS.

The appeal panel's decision will be documented. However, any notes made by panel members in preparing for the appeal, during the hearing, or during the subsequent deliberations will not be maintained.

If a level 2 decision by an appeal panel of the Council is unfavorable to the appellant, the appellant may lodge a final appeal in writing to ACLASS. ACLASS shall immediately transmit this letter to the designated responsible ANSI staff for timely consideration and action by the ANSI Appeals Board. The process is described in the ANSI Appeals Board Operating Procedures and can be accessed by visiting www.ansi.org.

ANSI shall communicate the decision of the ANSI Appeals Board to the appellant and ACLASS.

6.0 WITHDRAWAL, WITHHOLDING, REDUCING, SUSPENDING ACCREDITATION

ACLASS may withdraw, withhold and/or suspend accreditation if one or more major non-conformities are discovered during a surveillance and/or reassessment visit. In

particular, if any major non-conformity causes the assessor to have any material doubt about the performance by the customer, ACLASS upon the recommendation of the assessor may withdraw, withhold, and/or suspend the customer's accreditation until final determination is made by ACLASS.

If the ACLASS symbol is misused in any manner, ACLASS may withdraw, withhold, and/or suspend the customer's accreditation in accordance with this document and the application for accreditation.

ACLASS may withdraw, withhold, and/or suspend the customer's accreditation if payment has not been made for services that ACLASS has performed in accordance with the application for accreditation.

ACLASS may withdraw, withhold, and/or suspend the customer's accreditation if an accredited customer persistently fails to meet ACLASS requirements.

An ACLASS accredited customer may ask for a suspension and/or withdrawal of their accreditation in accordance with ACLASS requirements.

ACLASS may reduce a customer's scope of accreditation for those parts of the scope of accreditation where the customer regularly fails to meet ACLASS requirements for accreditation, including competence in accordance with the application for accreditation.

An ACLASS accredited customer may ask for a reduction in their scope of accreditation at any time in accordance ACLASS requirements.

All customers that have their accreditation suspended, reduced, and/or withdrawn, shall discontinue use of the ACLASS symbol upon written notification and in accordance with ACLASS requirements. Suspended and withdrawn customers, upon suspension or withdrawal, must remove any use of the ACLASS symbol and reference to their certificate and scope of accreditation within 30 days from notification.

7.0 MEASUREMENT UNCERTAINTY AND TRACEABILITY

Customers are required to demonstrate traceability and measurement uncertainty, where appropriate. In such instances, ACLASS' policy on traceability shall apply; see ACLASS Document 3 located on the ACLASS website at www.aclasscorp.com for more information. See also, ACLASS Guidance on Traceability on the ACLASS website.

Measurement uncertainty shall be estimated for all test methods within the laboratory's scope of accreditation, as applicable.

8.0 PROFICIENCY TESTING

Customers are required to participate in proficiency testing or other inter-laboratory comparisons. The customer shall select and judge with ACLASS concurrence that the

organization conducting the proficiency testing or inter-laboratory comparison is competent in accordance with ISO/IEC Guide 43, Proficiency testing by inter-laboratory comparisons - Part 1: Development and operation of proficiency testing schemes. See also PT/ILC Requirements in ACLASS Document 3 located on the ACLASS website at www.aclasscorp.com. For further guidance, see also ACLASS Guidance on Proficiency Testing/Inter-Laboratory Comparisons available at www.aclasscorp.com.

9.0 USE OF ACLASS SYMBOL

ACLASS controls the certificate, scope of accreditation and the use of the ACLASS accreditation symbol with ACLASS procedures and as provided for in the application for accreditation.

ACLASS maintains a logo used only by ACLASS. The ACLASS symbol, which is issued by ACLASS to accredited customers to indicate their accredited status, shall be used by accredited customers only.[13]

10.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

The information included in the application for accreditation, an assessment or other information associated with a customer's assessment process is considered confidential. Such information shall not be released unless the customer provides, in writing, to ACLASS permission to release such information.

All reports and information which ACLASS acquires during the ACLASS accreditation process will be treated as confidential by all ACLASS employees, assessors, experts and associates. ACLASS assessment team members are required to maintain confidentiality regarding information obtained about the customer and its operations. Each ACLASS assessor and expert will sign a confidentiality statement for each customer for whom accreditation services are provided by the ACLASS assessor and expert.

The ACLASS assessment team members will have no current, previous or future consulting ties with the customer being assessed. This limitation is for 24 months before and 12 months after any accreditation activity. No ACLASS assessor shall have provided any consulting service to a customer that assessor is appointed to assess for 24 months before the date of the assessment activity. Additionally, no ACLASS assessor shall provide any accreditation service other than from ACLASS or any consulting to an ACLASS customer for 12 months after the date of the last appointed accreditation service.

11.0 DELAYS WITH ASSESSMENTS

During the course of most ACLASS assessment visits, there are findings (i.e. non-conformances) written. These highlight either minor or major deficiencies found in the

[13] See also ACLASS Guidance on Symbol Usage and/or ACLASS Document 3 available at www.aclasscorp.com

system being assessed. At the closing meeting of each visit, these findings are reviewed, and the anticipated time frame of closure of the findings is also reviewed. Whenever findings are written related to an assessment visit, the affected organization is notified of the expectation for them to reply to ACLASS within 30 days of the closing meeting specifically to each finding. At a minimum, this response should outline the steps to be taken to close out the finding. If possible, the response may also include sufficient evidence of corrective actions and documents or records that will allow this closure. If the objective evidence submitted is not enough for closure, it should at least outline the plan and timeframe for closure.

There are times, however, when organizations are delayed in their corrective action responses. Such delays could have a negative affect on the relevant organization's accreditation process.

If an applicant customer, during initial accreditation, fails to respond meaningfully to all non-conformances in writing within six months after the date of the closing meeting (i.e. last day of the initial accreditation assessment), ACLASS may require the customer to submit a new application, subject to new fees, and undergo a full reassessment.

If an applicant customer responds formally to the non-conformances within 6 months, but fails to have all relevant non-conformances closed by ACLASS as a result of their reasonable and appropriate corrective actions within one year, they may be required to undergo a full reassessment. ACLASS reserves the right to require a reassessment of an organization before an initial accreditation decision is made based on timeliness of corrective actions, the seriousness of the non-conformances written and appropriateness of the corrective actions.

Organizations undergoing surveillance or reassessments are required to respond to all non-conformances in writing within 30 days after the date of the closing meeting. Failure to resolve all non-conformances within 60 days (unless another time frame has been agreed to by ACLASS) from the date of the closing meeting may result in the suspension and/or withdrawal of accreditation for that organization.

12.0 TECHNICAL EXPERTS FOR PROGRAMS

A technical expert that will evaluate the technical competence of a prospective conformity assessment body shall have extensive knowledge and experience in the EMC/Telecom/Electrical arena, FCC rules and telecommunication equipment, and/or requirements for EMC and Telecom products under the specific APEC Tel Phase I economies. A technical expert shall meet the requirements found in ACLASS Document 2 and will be accompanied by an experienced ACLASS lead assessor.

Example ACLASS Scope of Accreditation

TYPE/CLASS OF TESTING	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TENIQUES USED	*DETECTION LIMIT/ RANGE/ EQUIPMENT

DISTRIBUTION AND APPROVAL

Distribute to:

Main File

Approvals:

\s\
Vice President

Revision History

Date	Description/Author
8/29/2008	Initial Draft: Hirt, Greenaway
9/19/2008	Major edits: Hirt, Greenaway
9/30/2008	Continued with major edits: Hirt, Greenaway
10/1/2008	Final Review: Greenaway
10/25/2008	Review by technical expert: K. Nichols
April 9, 2009	Updated document review requirements and other edits. KG/TB/MW/BH
June 16, 2009	Updated APEC Tel requirements and clarified others areas with minor edits- K. Greenaway

Supplemental Information for FCC

Dr. Brian Lee

Mr. Lee's has more than 15 years experience with FCC regulations, which includes Parts 2, 15, 18, and 68. Mr. Lee's extensive experience started from the time when the U.S .and Taiwan governments began seeking mutual recognition in regard with certification of medical devices and electronic equipments. Mr. Lee played a key role in the set-up of the Taiwan product testing laboratories. During this time, the Taiwan national metrology and testing labs were planning to open ten sites for product testing. Mr. Lee maintained a technical exchange and visited with FCC staff during this time, Mr. Art Wall. During these exchanges and the subsequent set-up of the Taiwanese laboratories by Mr. Lee, Mr. Lee gained years of experience with FCC regulations (including Part s 15, 18, 68, and 2), and the implementation for the Taiwan industries.

- Vice Chair of the CNLA electrical testing field including EMC
- Lecturer of the 1995 EMC Testing and Calibration and Future Trends Workshop-FCC/NVLAP Regulations (FCC Part 15, 18, 68) and EU EMC Directive
- Voting Members for Several IEEE standards, e.g., 1528, 1309
- Perform accreditation assessments to the IEC standards.
- Assist local labs on EMI uncertainty analysis
- Familiar with the usage and design of microwave and RF testing equipments, such as spectrum analyzers

Mr. Stephen Berger

Mr. Berger has been an EMC engineer for 28 years and has extensive experience in FCC Parts 2, 15 and 18. He has extensive experience in developing EMC standards and chaired the committees for ANSI C63.4 and C63.17, both of which are used as the test methods portions of FCC Part 15. He is also president of iNARTE (International Association of Radio, Telecommunications and Electromagnetic Engineers) which certifies EMC engineers.

His work experience includes 5 years supervising Datapoint's EMC laboratory, testing information technology equipment, 10 years with Siemens, supervising their lab testing telecommunications equipment and 9 years as a consultant, assisting a variety of clients with their regulatory compliance. All of which included experience with FCC regulations.

UNITED STATES DEPARTMENT OF COMMERCE
National Institute of Standards and Technology
Gaithersburg, Maryland 20899-

July 17, 2009

Mr. Keith Greenaway
Vice President
ANSI-ASQ National Accreditation Board/ACLASS
500 Montgomery St.
Suite 625
Alexandria, VA 22314

Dear Keith:

NIST is pleased to inform you that **ANSI-ASQ National Accreditation Board/ACLASS** has been added to the list of U.S. laboratory accreditation bodies that are acceptable for use by U.S. laboratories seeking NIST designation to foreign economies under the EMC/Telecom Mutual Recognition Agreements (MRA) for specific test methods/standards covered under the MRAs. This decision was made following NIST participation in the ACLASS APLAC reassessment (as an observer) and following the completion of a witness audit (both in 2008).

Your organization is now listed with the other acceptable U.S. accreditation bodies at the following NIST web site: http://ts.nist.gov/Standards/Conformity/mra/NIST-Recognition-of-Accreditation-Bodies.cfm.

Once a laboratory is accredited by ACLASS for the specific tests methods/standards specified by an MRA partner, the laboratory can apply to NIST for designation.

The requirements for laboratory accreditation bodies are listed at the following link:
http://ts.nist.gov/Standards/Conformity/mra/requirements_for_lab_accreditation_bodies.cfm.
In keeping with these requirements, the next ACLASS witness audit will need to take place in 2010 (every two years). Please provide a list of upcoming assessments prior by the end of 2009 so the NIST can work with ACLASS to identify suitable witness audit candidates. Additionally, please keep NIST informed (at least six months in advance) of when the international peer evaluations (such as APLAC) take place so that NIST can again participate as an observer of this process.

Thank you for your cooperation during the initial evaluation process. We look forward to working with you. If you have any questions, please let me know.

Sincerely,

Ramona J. Saar
Program Manager

cc: Lane Hallenbeck, ANSI
David Alderman, NIST

NIST

ILAC MUTUAL RECOGNITION ARRANGEMENT

SIGNATORIES

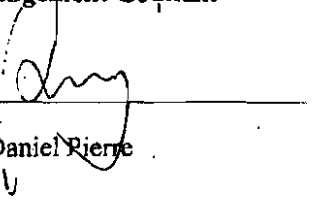
We, the undersigned, endorse the terms of the ILAC Arrangement and undertake, to the best of our ability, fulfillment of its objectives.

Accreditation Body:	ANSI-ASQ National Accreditation Board *doing business as* ACLASS
Economy:	USA
Scope:	Testing and Calibration
Authorised Representative:	Keith Greenaway

Signature:  Date: 18 September 2008

Keith Greenaway

Chairman, ILAC Arrangement Council:

Signature:  Date: 18 September 2008

Daniel Rieme

Inter American Accreditation Cooperation

Be it known that the

ANSI-ASQ National Accreditation Board, LLC
Dba ACLASS

United States

Has been accepted as a Member of the

Inter American Accreditation Cooperation

Multi-lateral Recognition Arrangement

For

Accreditation Bodies of Testing and Calibration Laboratories

The Member on behalf of which this sheet is signed is committed to complying with the requirements and obligations of the IAAC MLA members

Keith Greenaway
ACLASS

Beatriz Garcia
IAAC Vice-Chair

Fabian Hernandez
IAAC MLA
Committee Chair

Approved by the IAAC General Assembly on August 11th, 2006
and signed in Asunción, Paraguay, on September 12th, 2008

APLAC

Asia Pacific Laboratory Accreditation Cooperation

APLAC MUTUAL RECOGNITION ARRANGEMENT

AN ARRANGEMENT TO GRANT RECOGNITION

Having fulfilled the requirements of the APLAC Mutual Recognition Arrangement, **ACLASS, USA** is a signatory to the Arrangement.

APLAC MRA signatories:

(i) use equivalent procedures under ISO/IEC 17011 in the accreditation of laboratories against ISO/IEC 17025, medical laboratories against ISO 15189, inspection bodies against ISO/IEC 17020 and reference material producers against ISO Guide 34 in combination with ISO/IEC 17025;

(ii) recognise, within the scope of recognition of this MRA, the accreditation of a laboratory, inspection body or reference material producer by other signatories as being equivalent to an accreditation by its own organisation;

(iii) recommend and promote the acceptance by users in their economies of endorsed reports and certificates issued by laboratories, inspection bodies and reference material producers accredited by APLAC MRA signatories;

(iv) investigate complaints initiated by a signatory resulting from reports or certificates issued by their accredited laboratories, inspection bodies or reference material producers; and

(v) inform one another, as soon as possible, of any significant changes in the status and/or operational practices in their accreditation bodies.

Accreditation Body: ANSI-ASQ National Accreditation Board LLC dba ACLASS

Economy: United States of America

Scope of Recognition: Testing/Calibration; RMP

Date of Signing APLAC MRA: 13 September 2006; 11 December 2008

Terence S S Chan
APLAC Chair